

Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title:	Higher Education Specialist
Department:	Education
Reports To:	Academic Services Coordinator
Status:	Non-Exempt
Salary Range:	\$13.54 to \$18.32 per hr. / (\$28,163-\$38,106) Annual
Level:	3
Opens:	November 08, 2016
Closes:	November 29, 2016

SUMMARY

Primary responsibility is to support Bureau of Indian Affairs program goals and objective by administering higher education scholarship programs available to the LTBB membership. In addition to requiring excellent written communication skills, this position also requires excellent skills in relationship building with members of a tribal community and problem solving.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

- Support all relevant Bureau of Indian Affairs program goals and objectives.
- Process Michelle Chingwa Education Assistance, Adult Education, Adult Vocational Training (AVT), and Merit scholarship applications and distribute awards.
- Intake and keep record of the Michigan Indian Tuition Waiver (MITW) applications sent to the Enrollment Department for certification.
- Comply with Family Educational Rights and Privacy Act (FERPA) as well as tribal and departmental policies regarding confidentiality.
- Establish and maintain positive working relationships with Adult Education, AVT, and higher education students and families.
- Follow guidelines established by the Michelle Chingwa Education Act and regulations including quarterly reporting.
- Assist in periodic review of policies and procedures for higher education scholarship programs and identify necessary changes.
- Thoroughly and accurately create and maintain electronic and hard copy student files.
- Follow established record retention procedures.
- Coordinate direct and indirect programming activities, such as:
 - Research external scholarship opportunities.
 - Maintain and update college resource library.
 - Develop, submit and distribute publicity efforts, i.e. newsletter announcements, Facebook postings.
 - Implement activities and events including but not limited to career fairs and college visits.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; perform simple algebraic equations; a proficient level of competency with various software packages, including Microsoft Office and especially Microsoft Access. The candidate should also possess the ability to complete Internet research and maintain database files.

EDUCATION AND EXPERIENCE

Associate's degree required; bachelor's preferred. Experience in tribal government operation and administration is preferred. The candidate must have experience working as part of a team; performing administrative responsibilities; report writing; business and /or technical responsibilities.

COMMENTS

Indian Preference will apply.